



17555 PEAK AVENUE MORGAN HILL CALIFORNIA 95037
Planning Division (408) 779-7248

ZONING AMENDMENT
for creation of or amendment to:
Residential Planned Developments
Planned Unit Developments

Filing Requirements

A. PURPOSE

The Zoning Amendment process is intended to allow for change of a zoning classification of a property, or group of properties, when the public necessity, convenience and general welfare require such an amendment, and providing such an amendment is consistent with the General Plan. More specifically, the RPD and PUD processes are intended to permit and encourage flexibility and diversity in site planning by allowing deviation from the development standards of the base zoning district.

All zoning Amendment applications are reviewed by the City's Planning Commission and City Council per Chapter 18.18 (RPD) and Chapter 18.30 (PUD) of the Municipal Code.

B. FILING REQUIREMENTS

1. Initial Submittal:

- a. Uniform Application.
- b. **Five (5)** sets of submittal plans (see Section C).
- c. **Seven (7)** sets of submittal plans reduced to 11" x 17" in size.
- d. Environmental Checklist.
- e. Legal Description (see Section D).
- f. Environmental Notice Requirements, if applicable (see Section E).
- g. Public Notice Requirements (see Section F).
- e. Filing Fees (see Fee Schedule attached to the Uniform Application).

2. Final Submittal:

- a. **One (1)** additional set of submittal plans, and **eight (8)** additional sets of submittal plans reduced to 11" x 17" in size.
- b. 8 ½" x 11" reduced copy of each sheet of the submittal plans.

- c. In accordance with Assembly Bill 3158, Chapter 1706, the County Clerk's Office will be charging the following fees for processing environmental documents:
- \$25 for processing Notice of Determinations;
 - \$1,250.00 for processing Negative Declarations which require review by the State Department of Fish and Game; and
 - \$850.00 for processing Environmental Impact Reports which require review by the State Departments of Fish and Game.

The project planner will inform you as to the amount which will be required, if any, for environmental work relevant to your project. Any check(s) required should be made payable to the "County Clerk" and shall be submitted as part of the final submittal.

C. SUBMITTAL PLANS

1. Plan Preparation:

- a. All plans shall be drawn on uniform sheets **no greater** than 24" x 35" (or as approved by the Community Development Department).
- b. All plans shall be stapled together along the left margin.
- c. All plans shall be folded into 1/8 sections or folded to a size not be exceed 9" x 12".
- d. All plans shall be clear, legible and accurately scaled.

2. Zoning Plat

- a. Size: 8.5" x 11" (labeled Exhibit A).
- b. The following information shall be included on the plat:
 - Title block to read as follows:
 - Map Showing Rezoning Lands of _____.
 - Being a part of Ordinance No. _____, New Series.
 - Date, scale, and preparer of plat.
 - Legend and north arrow.
 - Existing and proposed zoning boundary lines.
 - All bearings, distances, lot numbers, and references used in the description including point of beginning.
 - Assessors Parcel Number.
 - All roads and width of roads.

3. Development Plan - Site Plan

- a. Scale: Engineering scale not to exceed 1"=40'.
- b. The following information shall be included on the plan:
 - Name, address, and phone number of applicant, architect and/or engineer.
 - Graphic scale and north arrow.
 - Vicinity map.
 - Data table to include:
 - Assessors Parcel Number
 - Site area
 - Structure size
 - Zoning
 - General Plan designation
 - Number of parking spaces required/ratio per square foot
 - Number of parking spaces provided/ratio per square foot
 - Lot coverage
 - % Building
 - % Parking
 - % Landscaping
 - Floor Area Ratio: The FAR calculation shall include the square footage of the ground floor (entire building footprint) and the total second floor, expressed as a percentage of the overall lot size.
 - Property lines and dimensions.
 - Location, elevation, and dimension of all existing and proposed structures.
 - Location and dimension of all landscaping, recreational amenities, and stormwater detention area.
 - Location and dimension of proposed vehicle and pedestrian circulation ways, driveways, parking areas, loading zones and number of parking stalls.
 - Location of all structures, driveways, parking areas, trees, and drainage courses within 100' of the perimeter of the subject property.
 - Zoning and existing land use of adjacent parcels.
 - Location of utility connections.
 - Location and dimension of all proposed public improvements.
 - Proposed building envelope(s).
 - Dimension of all building setbacks.
 - Phasing of the project, if applicable.
 - Location of reciprocal easements.
 - Location of any other purposeful uses on the project.

4. Development Plan - Landscaping Plan (Required for PUDs only)

- a. Scale: Engineering scale not to exceed 1"=10'. A smaller scale may be allowed with prior staff approval. Smaller scale plans shall include details at a 1"=10' scale.
- b. A conceptual landscape plan which identifies landscape areas throughout the entire PUD, and explains the main landscape concepts which are to be achieved in the PUD.
- c. The Conceptual landscape plan shall identify the major types of plant material to be used (e.g., the species of street trees and parking lot trees to be used, species of shrubbery to be used to screen parking lots, etc.).

5. Development Plan - Illustrative Building Elevations

- a. Scale: No less than 1/4"=1' (large projects no less than 1/8"=1' with 1/4"=1' details).
- b. Illustrative building elevations showing ALL sides of proposed (and existing, if applicable) buildings and structures.
- c. For PUDs where future development is unknown, typical illustrative building elevations showing ALL sides of a building shall be provided. Illustrative building elevations shall define the architectural theme or style to be utilized in the PUD. That theme or style shall be implemented by utilization of its predominant features (e.g. Mediterranean style is characterized in part by use of arches, extended eaves and arcades and use of stucco and barrel tile roofing). The illustrative building elevations shall also indicate the level of architectural detailing and quality to be achieved. In addition to the illustrative building elevations, details identifying typical architectural elements (consistent with the defined architectural theme or style) shall be provided.
- d. The following information shall be included on the plans:
 - o Name, address, and phone number of the applicant, architect and/or engineer.
 - o Materials and color schemes.
 - o Location of building address.
 - o Shading, as applicable, to give the elevations some graphic dimension.
 - o Roof top mechanical equipment screens.
 - o Cross-section of building with proposed grades.

6. Conceptual Grading Plan (Required for RPDs only)

- a. Scale: Engineering scale not to exceed 1"=40'.
- b. Grading plans must be prepared by a Licensed Civil Engineer.
- c. All items (existing and proposed) shall be drawn to scale and clearly defined with distances, spot elevations, gradients, contours, details, cross sections, flow arrows, etc.

- d. Proposed items shall be designated with solid lines, existing with small dashes, and future with long dashes.
- e. The following information shall be included on the plan:
 - o Name, address, and phone number of applicant, architect and /or engineer.
 - o Legend, north arrow, scale, vicinity map.
 - o Contour grading.
 - o Maximum contour interval will be as follows:

Slope	Less than 2%	2% - 5%	5% - 10%	Over 10%
Interval	1'	2'	5'	10'
 - o Cross-sections at all property lines.
 - o Drainage and flood control facilities; size and type.
 - o Easements, property lines, rights-of-way.
 - o Separate cut and fill areas (quantity to be called out on plan).
 - o Erosion control measures.
 - o Existing features within, and 100' beyond the site boundaries (label to remain or to be removed); natural ground, trees, structures, drainage courses, streets, trails, slopes, wells, etc.
 - o Proposed grading; structures, curbs, retaining and/or sound walls (top and footing elevations), gutters, pavement, walks, swales, mounding, slopes, open space, trails, etc.
 - o Shade pavement areas, open space areas, and slopes 20% or steeper.
 - o Streets; cross-sections (every 50'), improvements, right-of-way, etc.
 - o Structures; footprints, pad and floor elevations, etc.

7. Supplement Written Material (Required for PUDs only)

- a. A statement of planning objectives to be achieved, and a description of the character of the proposed PUD development district.
- b. A development scheme indicating all phasing of construction.
- c. A statement of the applicant's intention with regard to sale or lease, and provisions for maintenance of the common area and features.
- d. The range of uses to be allowed in the PUD, providing sufficient detail to ensure that its purpose may be achieved. A prohibition of certain types of uses and/or a limitation on the number, size of, and location of other types of uses may be included.

D. LEGAL DESCRIPTION

Provide legal description (metes and bounds) for the area of the proposed zoning amendment.

E. ENVIRONMENT NOTICE REQUIREMENT, if applicable

1. Typed list of all property owners and/or occupants contiguous to the proposed project site pursuant to most recent equalized assessment rolls (including Assessor's Parcel Numbers).
2. Stamped, addressed, legal size envelopes (do not use postage meter and no return address) of all property owners and/or occupants from above list.

F. PUBLIC NOTICE REQUIREMENTS

- a. Typed list of all property owners within 300' of the perimeter of the proposed project site pursuant to most recent equalized assessment rolls (including Assessors Parcel Numbers).
- b. Two sets of stamped, addressed, legal size envelopes (do not use postage meter, and no return address) of all property owners from above list.